

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**December 13, 2021**

The Caswell County Board of Education met in regular session on Monday, December 13, 2021 at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Wayne Owen, Vice Chair Gladys Garland, Trudy Blackwell, Mel Battle, Vennie Beggarly, Tracy Stanley, and Donna Hudson. Others present included Superintendent Dr. Sandra Carter, Andrew Tyrrell, Bill Powell, Chuck Hudson, and Board Attorney Ron Bradsher. Connie Kimrey recorded the minutes. Meeting was livestreamed via Zoom. (*others may have been in attendance, but did not sign in.*)

**I. A. CALL TO ORDER**

The meeting was called to order by Chairman Wayne Owen. A moment of silence was observed, followed by the Pledge of Allegiance.

**I. B. REORGANIZATION OF BOARD**

Superintendent Dr. Sandra Carter called for nominations to serve as Board Chair. Vennie Beggarly nominated Mel Battle for Board Chair. Tracy Stanley nominated Wayne Owen for Board Chair.

Donna Hudson moved, seconded by Gladys Garland to close nominations. A written ballot was taken at this time.

Board Attorney Ron Bradsher tallied the votes and read that Wayne Owen was Board Chair by a vote of 4-3.

(Written ballots = Donna Hudson, Gladys Garland, Wayne Owen, Tracy Stanley voted for Wayne Owen / Mel Battle, Vennie Beggarly, Trudy Blackwell voted for Mel Battle)

Wayne Owen was elected as Chair of the Board of Education.

Wayne Owen called for nominations for Vice-Chairman. Donna Hudson nominated Gladys Garland.

Tracy Stanley moved, seconded by Donna Hudson to close nominations for Vice Chairman. The motion carried unanimously. All board members voted, by a show of hands, for Gladys Garland as Vice Chair.

**I. C. APPROVAL OF MINUTES**

Gladys Garland moved, seconded by Tracy Stanley, to approve the minutes of the November 22, 2021 regular meeting as presented. The motion carried unanimously.

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**I. D. APPROVAL OF AGENDA**

Dr. Carter recommended approval of agenda as presented. Mel Battle moved, seconded by Donna Hudson, to approve the agenda as presented. The motion carried unanimously.

**I. E. ANNOUNCEMENTS**

Dr. Carter recognized recent events that took place at Bartlett Yancey Senior High School which include Manufacturing Day on Tuesday, December 7, 2021. This was organized by the National Association of Manufacturers and its purpose was to raise awareness among students, parents, educators and the general public about modern manufacturing and the rewarding careers available. All juniors and seniors taking a CTE/CCP class were invited to attend. Also on Wednesday, December 8, 2021, Duke Life Flight crew flew onto the campus football field to meet with Fire Fighting and Public Safety along with the Health Science teachers and students. The pilots and the nurse spoke with students about individual careers. Students were extended the opportunity to tour the helicopter. Thanks to McKenzie Burke and Lisa Lassiter for their assistance in coordinating these events.

The Future Farmers of America (FFA) hosted a quarter auction fundraiser to raise money for student membership dues. The fundraiser was a huge success because all students enrolled in the 2021-2022 agriculture courses will be national, state, and local FFA members with no cost to them. Congratulations to Ms. Sarah Chandler and Ms. Stephanie Hollifield who facilitated the auction.

The funding for the drone grant recently received has been released in the amount of \$80,000. This will allow these courses to begin in the second semester. Caswell County was one of the highest awards given. Thanks again to Medina Jones for her efforts in obtaining this grant funding.

Students will be released early on Friday, December 17, 2021 and will not return to school until January 4, 2022. Dr. Carter wished everyone a happy holiday.

Question was asked if information was available for Ella Jones who recently was recognized at a conference. Dr. Carter shared she will have that information at the next meeting.

Other questions were asked how we share all the good and positive things that are occurring within the schools. Dr. Carter shared through the local newspaper, school websites and through the phone calling system. Question concerning the drone class was asked if parents have received information regarding this class. Dr. Carter will confirm.

**I. F. PUBLIC COMMENTS**

None at this time.

**II. REPORTS**

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Mr. Bill Powell, Project Manager, reviewed updated on the construction at Bartlett Yancey Sr. High School. A PowerPoint was also shared including updated pictures on the second phase of the construction. Questions were addressed to Mr. Powell after the conclusion of his presentation. Those include:

- How many students can be seated in the dining area? Mr. Powell shared it will allow for half of the campus and was made for two settings.
- If there is any contingency funding left can it be used for the old gym? Mr. Powell was unsure. He shared that the fire alarm system flowed due to the nature of the system and was unsure if additions would be included for the old gym.
- Do we have cameras in the corridors? Mr. Powell shared he was not sure of the exact locations but the cameras cover the campus very well. He will follow-up.
- Due to delivery delays, will this extend the final date of completion? Mr. Powell shared he hoped not but truly did not know at this time.
- If there are additional funds can the track be updated? Mr. Powell felt that is very unlikely as the track was not included in the original plan.

It was shared that if contingency funds are remaining that there is a process to go through in which approval would be needed from the County Commissioners and coincide with the purpose of the loan.

Dr. Carter thanked Mr. Powell for his work and the outstanding job he does. He is the reason we are on track.

Chuck Hudson, Transportation Director, shared a brief update of things occurring in the Transportation Department. Those include:

- All cameras on buses have been updated
- "Here Comes the Bus" is up and running. There were a few "growing pains" in the beginning; however, all the kinks have been worked out and it is working smoothly.
- Using Blackboard (phone system) to send out notifications to only the individual bus that is having a delay/issue.
- Virtual CDL classes are being offered (through Department of Public Instruction) which allows students the opportunity to participate who could not attend in person.
- Travel Tracker has been implemented to assist with reserving a bus for sporting events and securing a driver.
- As of July, seven new drivers have been hired. Thanks to the Board for the pay increase which has assisted.
- The transportation department has been totally renovated and all new tools have been purchased for the employees in the shop.
- Looking into a behavioral management program to assist with student discipline as well as a plan to meet with the drivers monthly and include principals. Concerns have included lack of communication and drivers not knowing if administration has taken efforts to correct concerns.

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- Push to Talk system which will include a flip phone for drivers as it is illegal to use a cell phone. This will assist drivers when there is an issue with a bus. Principals will also have a phone to use to get in touch with driver if the need arises.

General questions were asked of Mr. Hudson. It was also shared to move the signs for bus drivers around throughout the county in different areas rather than staying at the same location all the time. Also the sign at the middle school was moved back to assist in traffic concerns.

### III. UNFINISHED BUSINESS

#### Esser Funds / Retention Bonus

Dr. Carter asked the board for clarification in regards to the recently approved retention bonus for employees. It was based upon approval that if you were on the payroll effective December 1<sup>st</sup> that you will receive it; however, we have several employees leaving during December and the intent was for retention. It was suggested to discuss this further in closed session due to specific employee names that may be addressed.

#### November 8, 2021 minutes

A concern was raised regarding the wording of the November 8<sup>th</sup> minutes and felt more clarity was needed regarding what Dr. Carter did prior to the vote. Changes will be made to include that Dr. Carter asked to divert discussion to the board for individual thoughts prior to making a recommendation. The concern was to specify how the vote was determined and felt it should be reflected verbatim in the minutes. Concerns were shared with how specific the minutes need to be and it was agreed upon to discuss this further at the January work session.

Mel Battle moved, seconded by Gladys Garland, to rescind the November 8, 2021 minutes. The motion carried unanimously.

Gladys Garland moved, seconded by Donna Hudson to approve the revised minutes of November 8<sup>th</sup> to include clarity on the redistricting vote taken. The motion carried unanimously.

### IV. NEW BUSINESS

#### 1. Consent Agenda

- Request for Transfer
- Early Graduates = Bartlett Yancey Sr. High School
- Face Masking Temporary Policy



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Face Coverings (Temporary Policy 2021-2022)

*The board is committed to providing an in-person learning and work environment that is as safe as reasonably possible during the COVID-19 pandemic. The board recognizes that the use of face coverings helps to reduce the spread of COVID-19 and limit the need for quarantining. The board also recognizes that the Centers for Disease Control, the American Academy of Pediatrics, the Occupational Health and Safety Administration, and the North Carolina Department of Health and Human Services recommend the use of face coverings in schools. Therefore, as part of its layered mitigation strategy to lower the risk of COVID-19 exposure and spread, the board requires face coverings to be worn by all students, employees, and visitors present on school campus during the 2021-2022 school year in accordance with this **temporary** policy.*

**A. FACE COVERINGS REQUIRED**

*All individuals, including students, employees, and visitors, regardless of vaccination status, must wear face coverings at all times while inside of school buildings or on school transportation vehicles, including school buses, vans, and other group school transportation. **Face coverings are not required outdoors if physical distancing of three (3) feet to the greatest extent possible can be maintained.** Generally, ~~individuals are not required to wear face coverings while outdoors or while in personal vehicles on school grounds. However, masks must be worn in crowded outdoor settings or during activities that involve sustained close contact with other people.~~*

**B. FACE COVERING EXEMPTIONS**

1. *Individuals Exempted*

*The following individuals are exempted from face covering requirements:*

- a. children under two years of age;*
- b. individuals who should not wear a face covering due to a medical or behavioral condition or disability (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance); and*
- c. children who are unable to wear the face covering safely.*

2. *Situations Exempted*

*Face coverings do not need to be worn in the following situations:*

- a. when seeking to communicate with someone who is hearing-impaired in a way that requires the mouth to be visible;*
- b. when giving a speech for a broadcast or to an audience if at least 20 feet away from the audience;*

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- c. *if temporarily removing the face covering to secure medical services or for identification purposes;*
- d. *when wearing a face covering at work would put the individual at risk, as determined by local, state, or federal regulations or workplace safety guidelines;*
- e. *if the face covering would impede visibility while operating equipment or a vehicle;*
- f. *while sleeping, swimming, or playing in water; and*
- g. *while actively eating or drinking. Because face coverings cannot be worn consistently during mealtimes, students should maintain physical distancing of a minimum of three feet to the fullest extent possible when actively eating. Principals are encouraged to arrange for students to eat meals outdoors if possible.*

### **C. PROPER FACE COVERING**

*To provide the greatest protection against the spread of COVID-19, face coverings must be worn properly. The face covering should completely cover the individual's nose and mouth and fit snugly around the face with no gaps. Face coverings that have a nose wire (a metal strip along the top of the mask that is bent over the nose to fit the face covering close to the face) are recommended in order to prevent air from leaking out the top of the face covering.*

*Face coverings may be either disposable masks (also called surgical masks or medical procedure masks) made of multiple layers of non-woven material or cloth masks made of at least two layers of tightly-woven, washable, breathable fabric. For better fit and extra protection, a disposable mask may be worn underneath a cloth mask. Two disposable masks should not be worn together. Face shields, masks with exhalation valves or vents, single layer masks or masks made of thin fabric that don't block light, scarves, ski masks, **gaiters**, bandannas, and turtleneck collars do not qualify as face coverings for purposes of this policy.*

### **D. FAILURE TO WEAR A FACE COVERING**

#### **1. Students**

*Face coverings will be provided to students who need them, including students who forget to bring their face coverings to school and students who are unable to afford them. No disciplinary action will be taken against a student for failure to bring a face covering to school.*

*Refusing to wear, intentionally removing, or inappropriately wearing a face covering in violation of this policy is considered a form of disruptive behavior, prohibited by policy **450 (Discipline) and policy 465 (Student Suspensions and Expulsions)**. ~~4315, Disruptive Behavior. Disciplinary consequences will be handled in accordance with policy 4315.~~*

*No discipline will be imposed on any student who has been granted an exemption to the face covering requirement as provided in Section B. Disciplinary action for a student with a disability who has not been granted an exemption as provided in Section B will be in accordance with policy **450 (Discipline) and policy 465 (Student Suspensions and Expulsions)**. ~~4307, Disciplinary Action for Exceptional Children/Students with Disabilities.~~*

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2. *Employees*

*Face coverings will be provided to employees who need them. Refusal by an employee to wear a face covering in accordance with this policy will be considered insubordination and may result in disciplinary action, up to and including termination, unless the employee has been granted an exemption as provided in Section B.*

3. *Visitors*

*Visitors will not be admitted into a school building or onto a school vehicle without wearing a face covering unless an exemption, as described in Section B, applies.*

**E. NOTICE**

*The principal or designee shall notify all students, parents, and employees of this policy and provide guidance and information regarding the proper use, wearing, removal, and cleaning of cloth face coverings. In addition, the principal or designee shall post signs at entrances to school buildings to alert visitors to the face covering requirements.*

**F. REVIEW OF THIS POLICY**

*This policy will remain in effect for the 2021-2022 school year only. At least once a month the board will review this policy and consider the need for modifications. The board will vote to approve this policy, with any necessary modifications, at a regularly scheduled board meeting each month.*

*Legal References: S.L. 2021-130, sec. 10*

*Cross References: ~~Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307), Disruptive Behavior (policy 4315)~~*

*Other Resources: COVID-19 Guidance for Safe Schools, updated July 18, 2021, American Academy of Pediatrics, available at <https://www.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>; ED COVID-19 Handbook, Vol. 1: Strategies for Safely Reopening Elementary and Secondary Schools, updated April 2021, U.S. Department of Education, Office of Planning, Evaluation and Policy Development, available at <https://www2.ed.gov/documents/coronavirus/reopening.pdf>; Guidance for COVID-19 Prevention in K-12 Schools, updated August 5, 2021, Centers for Disease Control and Prevention, available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>; Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace, updated August 13, 2021, Occupational Health and Safety Administration, available at <https://www.osha.gov/coronavirus/safework>; Requirement for Persons to Wear Masks While on Conveyances and at Transportation Hubs, Centers of Disease Control and Prevention, Department of Health and Human Services (February 3, 2021), available at <https://www.govinfo.gov/content/pkg/FR-2021-02-03/pdf/2021-02340.pdf>; StrongSchoolsNC Public Health Toolkit (K-12), Interim Guidance, updated August 26, 2021, North Carolina Department of Health and Human Services, available at <https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>; Your Guide to Masks, updated August 13, 2021, Centers for Disease Control and Prevention, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>*



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**V. SUPERINTENDENT UPDATES**

None at this time.

**VI. CLOSED SESSION**

Gladys Garland made a motion to go into closed session for the purpose of considering a personnel action that involves an officer or employee of this Board (NC General Statute 143-318.11(a)(6); and for the purpose of discussing information that is privileged, confidential or not a public record (NC General Statute 143-318.11(a)(1) and to confer with legal counsel after a ten-minute break. Donna Hudson seconded the motion. The motion carried unanimously.

**VII. OPEN SESSION**

Gladys Garland made a motion to return to open session. Vennie Beggarly seconded the motion. The motion carried unanimously.

**VIII. PERSONNEL LISTING**

Dr. Carter recommended approval of the personnel listing as presented. Gladys Garland made a motion, seconded by Donna Hudson to approve the personnel listing as presented. The motion carried unanimously.

<b>Resignation</b>	
Central Office	Amy Chandler, Finance Officer = (Declined the position) - Eff 12/6/21
Bartlett Yancey Sr. High School	Tia Foster, Social Studies Teacher = Eff. 1/3/22 Angel Solomon, 9-12 English Teacher = Eff. 1/3/22
NL Dillard Middle School	Breanna Lane, 6-8 CTE Teacher = Eff. 12/31/21
<b>Retirement</b>	
Bartlett Yancey Sr. High School	Katherine Pinkleton, 9-12 Science Teacher = Eff. 2/1/22
<b>Employment</b>	
NL Dillard Middle School	McKenzie Miller, 6-8 EC Teacher = Eff. 12/14/21
South Elementary	Jerome Stanfield, Bus Driver = Eff. 12/14/21
<b>Substitutes</b>	
District	Debra Brandon, Office Support = Eff. 12/14/21
Bus	Kendall Cobb, Sub. Bus Driver = Eff. 12/14/21
Sub. Teacher - District	Julia Jessup = Eff. 12/14/21

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Sub Teacher - District	Garry Willie = Eff. 12/14/21
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Retention Bonus/ ESSER funds

Dr. Carter recommended approval of Retention Bonus using ESSER funds in the amount of \$1500 for full time and \$750 for part time that the requirement be made they are employed as of December 1, 2021 and will agree to stay until the end of the 2021-2022 school year. An agreement will be created for employees to sign to adhere to the guidelines and if employees leave they are required to pay back the bonus or it will be deducted from their last paycheck.

Mel Battle moved, seconded by Trudy Blackwell, to approve the recommendation requirements for the Retention Bonus in which employees are required to complete the 2021-2022 school year or otherwise the bonus will be paid back or deducted from employee's paycheck. The motion carried unanimously.

**XI. COMMUNICATIONS**

A new scholarship has been created by Jerry Cole in memory of his wife, Elizabeth Long Cole, a 1956 graduate of Bartlett Yancey High School. This scholarship will be handled through the Community Foundation of Western North Carolina in Asheville, NC.

**X. BOARD MEMBER OBSERVATIONS**

Chairman Wayne Owen reviewed items for discussion at the January work session. They include:

- Substitute pay
- Supt. Evaluation timeline
- Board Observations moved on the Agenda
- Policies # 2010, 2300, 2310
- 30 day response to grievance hearings
- Backpacks
- Board minutes

Dr. Carter will follow-up through an email to Ruth Miller regarding her question regarding substitute pay.

Question was asked regarding how long are the Zoom meetings available to view online.

Question was asked if the teachers can be allowed to stay longer after school. Dr. Carter shared this will be revisited and looked at the first of the year.

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Question was asked if the dress code concerns would be included in the January work session. It was shared that Dr. Carter will review this with principals to enforce this as well as the cell phone policy.

**XI. ADJOURN**

Donna Hudson made a motion to adjourn the meeting at 1:30 p.m., Gladys Garland seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on January 10, 2022 at 9:00 a.m. in the Caswell County Schools Administration Building.

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Wayne Owen  
Chairman

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Dr. Sandra Carter  
Superintendent